

Board of Education
Policy Manual**FEDERAL PROCUREMENT**

When using federal money for procurement, the District shall conform to applicable federal laws, regulations, and standards.

When entering into procurement agreements that will be paid for with federal funds, the District also shall follow local and state laws and regulations, the provisions of Board Policy 9.07 (“Purchasing”) and any related administrative guidelines, and the following standards and principles:

1. When appropriate, the District will consider opportunities to use federal excess and surplus property in lieu of purchasing new equipment and property.
2. The District will make procurement awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
3. The District alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These issues include but are not limited to source evaluation, protests, disputes, and claims.
4. Additional Requirement for Small Purchases. The District shall seek a minimum of two (2) price quotations for any proposed procurement that will be paid for with federal monies, even if the bidding amount falls below the applicable federal or state competitive bidding thresholds or the District-imposed threshold set forth in Board Policy 9.07, unless the procurement falls under federal requirements for a noncompetitive proposal.
5. Additional Requirements for Micro-Purchases. To the extent possible, the district will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting quotations if the District considers the price to be reasonable. Subject to exceptions listed in 42 C.F.R. 2.101(b), micro-purchases are purchases of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$10,000.
6. Local Preference. The District will not consider geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Licensure requirements, however, are valid. When contracting for architectural and engineering services,

geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

7. Minority Business, Women's Business, and Labor Surplus. The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible in accordance with 2 CFR 200.321

The Administration shall develop appropriate administrative guidelines to implement this policy.

2 C.F.R. 200.317--326